The following work flow should be followed in order to order a medication, pend that order and sign it from an **In Basket** message.

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| Try It Out | Try It Out |

1. To begin, click the “**Calendar Icon”** from the *Home Dashboard*.Double click on the appropriate patient’s encounter.



1. Within the individual encounter, add the appropraite order. Click **+New Order** after entering the appropriate search word.



1. After selecting the order under *Unsigned Orders,* click on order’s hyperlink to change the selected fields below as needed. Click **Accept.** \*Note make sure that the *Resulting agency* is directed to the correct place.
2. Click **Pend. \***Note that once the order is pended, the *Star Icon* will disappear*.*
3. Click **In Basket Message** from the *Dashboard.*



1. Click **New Msg.**



1. Fill out the selected fields. \*Note that the patient field needs to be filled out so that the authorizing provider can access the patient’s chart. Click **Accept.**



In order to sign an order through an **In Basket** message, the following workflow should be followed.

1. To sign the order from an In Basket message, begin by clicking **In Basket Glance** from the Home Dashboard (or from the Epic menu/toolbar if customized.



1. Click **Staff Message**.



1. Double click on the appropriate staff message to enter the participant’s Chart. The Encounters tab will be the defaulted view.



1. While on the Encounters tab, the *Hide Add’l Visits* box must be unchecked. Select the appropriate encounter at which the order is being performed.

 \*Note: Do NOT double-click on the selected encounter.

1. Instead, with the appropriate encounter highlighted, click **Encounter** as displayed in the image below.

\*Note that the pending order requiring signature will show up in the preview box to the right of the selected encounter.



1. Under *Unsigned Orders,* the appropriateorder will be displayed. Click **Sign Orders.**